



To: Sunset Point Homeowners

June 7, 2021

Subject: Annual Membership Meeting

The annual membership meeting of the Sunset Point Homeowners will be held on **Saturday, July 10, 2021** at 10:00 AM at the clubhouse. Coffee will be ready at 9:30. Please bring a folding chair as seating is limited. The following are some of the agenda items:

- Call meeting to order and establish quorum
- Introduction of members, board members and welcome new members
- Review and approval of 2019 meeting minutes
- Financial report – 2020
- Old Business
- New Business
- Election of Board Member(s)
- Adjournment

If you are unable to attend the meeting, you are strongly encouraged to complete the attached Proxy and return it to my office prior to the meeting. The proxy must be received and recorded by the Association secretary before the meeting is called to order. If there are any questions, please call me at my office.

I look forward to seeing you all at the annual membership meeting on the 10th of July!

Sincerely,

*David*

David Roberts, Business Manager  
Sunset Point Homeowners Association  
cell: 253-2840 office: 257-1302  
[droberts@westernmountains.com](mailto:droberts@westernmountains.com)

# *Sunset Point Homeowners Association*

## **PROXY BALLOT**

I, \_\_\_\_\_ . Member in good standing of the Sunset Point  
Homeowners Association allow \_\_\_\_\_  
to exercise my vote by proxy on matters pertaining to the Sunset Point Homeowners  
Association's annual membership meeting to be held on Saturday, July 10, 2021 at 10:00AM.

### **Instructions:**

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Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to: David Roberts  
Western Mountains Property Management  
33 Hunter Circle Suite 1  
Kalispell, MT 59901

***PO Box 9365 Kalispell, Montana 59904***

## Sunset Point Homeowners Assoc.

## Balance Sheet

As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Interstate Bank	83,017.68
Whitefish Credit Union	223,119.77
Total Checking/Savings	306,137.45
Accounts Receivable	
Accounts Receivable	11,825.56
Total Accounts Receivable	11,825.56
Total Current Assets	317,963.01
<b>TOTAL ASSETS</b>	<b>317,963.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,776.36
Total Accounts Payable	2,776.36
Total Current Liabilities	2,776.36
Total Liabilities	2,776.36
Equity	
Retained Earnings	285,444.58
Net Income	29,742.07
Total Equity	315,186.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>317,963.01</b>

## Sunset Point Homeowners Assoc.

## Profit &amp; Loss

January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Assessment Dues	158,400.00
FEC Capital Credit Refund	108.59
Interest	2,277.75
Transfer Fee Income	2,000.00
Water/Sewer Qtrly Fee	5,004.48
Total Income	167,790.82
Expense	
Administration	
Bank Service Charges	18.00
Legal Fees	2,105.39
Management Fees	12,000.00
Office Supplies	79.05
Total Administration	14,202.44
Building & Grounds	
Beach Cleanup	750.00
Exterior Bldg. cleaning	224.00
Grounds clean-up	
Flower Maintenance	9,786.12
Lawn Care/Maintenance	13,805.00
Total Grounds clean-up	23,591.12
Painting	11,000.00
Pest Control	3,193.00
Refuse Disposal	3,306.38
Repair Labor	6,335.00
Repair materials	4,477.29
Repairs & Maintenance	
Electrical Supplies	2,897.82
Maintenance Supplies	24.62
Roadways/Parking areas	450.00
Roof repairs	2,480.00
Repairs & Maintenance - Other	2,775.00
Total Repairs & Maintenance	8,627.44
Roofing Project 2017	
Labor	2,760.00
Total Roofing Project 2017	2,760.00
Snow Removal	
Sanding/De-icer/Materials	767.90
Shovel/Plow/Labor	2,347.50
Total Snow Removal	3,115.40
Supplies	82.19
Total Building & Grounds	67,461.82
Clubhouse	
Cleaning	600.00
Water/Sewer	9,070.46
Total Clubhouse	9,670.46
Contract Labor	3,447.50
Docks	
Repairs	9,680.00
Total Docks	9,680.00

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Accrual Basis

## Sunset Point Homeowners Assoc.

## Profit &amp; Loss

January through December 2020

	Jan - Dec 20
Insurance	
Liability	24,609.37
Service Charge	72.00
Total Insurance	24,681.37
Landscaping	
Chemical Application	1,190.00
Irrigation	730.61
Tree/Brush/Plant Pruning	1,250.00
Total Landscaping	3,170.61
Postage/Mailings	473.15
Professional Fees	
Accounting	160.00
Total Professional Fees	160.00
Taxes	
MT Annual report	20.00
Property	50.10
State	50.00
Total Taxes	120.10
Telephone	62.30
Utilities	
Electric	2,944.00
Total Utilities	2,944.00
Website	70.00
Website Development	1,905.00
Total Expense	138,048.75
Net Ordinary Income	29,742.07
Net Income	29,742.07

**Sunset Point Homeowners Assoc.**  
**Statement of Cash Flows**  
January through December 2020

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	Jan - Dec 20
<b>OPERATING ACTIVITIES</b>	
Net Income	29,742.07
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	1,430.83
Accounts Payable	4,043.88
Net cash provided by Operating Activities	35,216.78
Net cash increase for period	35,216.78
Cash at beginning of period	270,920.67
Cash at end of period	<u>306,137.45</u>

**Sunset Point Homeowners Assoc.**  
**Profit & Loss Budget Overview**  
January through December 2021

	<u>Jan - Dec 21</u>
<b>Ordinary Income/Expense</b>	
Income	
Assessment Dues	158,400.00
FEC Capital Credit Refund	107.80
Interest	3,356.21
Water/Sewer Qtrly Fee	4,000.00
Total Income	<u>165,864.01</u>
Expense	
Administration	
Bank Service Charges	60.00
Legal Fees	5,000.00
Management Fees	12,000.00
Office Supplies	300.00
Total Administration	<u>17,360.00</u>
Building & Grounds	
Beach Cleanup	3,000.00
Christmas decorations	250.00
Common Areas/Buildings	2,000.00
Grounds clean-up	
Flower Maintenance	9,000.00
Lawn Care/Maintenance	14,000.00
Materials/Supplies	350.00
Total Grounds clean-up	<u>23,350.00</u>
Painting	10,000.00
Pest Control	3,150.00
Refuse Disposal	3,300.00
Repair Labor	6,000.00
Repair materials	2,000.00
Repairs & Maintenance	
Lighting	1,200.00
Maintenance Supplies	1,200.00
Plumbing	600.00
Roadways/Parking areas	450.00
Roof repairs	4,000.00
Total Repairs & Maintenance	<u>7,450.00</u>
Snow Removal	
Sanding/De-icer/Materials	1,500.00
Shovel/Plow/Labor	4,000.00
Total Snow Removal	<u>5,500.00</u>
Total Building & Grounds	<u>66,000.00</u>
Clubhouse	
Cleaning	525.00
repairs	1,000.00
Supplies & Entertainment	200.00

**Sunset Point Homeowners Assoc.**  
**Profit & Loss Budget Overview**  
January through December 2021

	<u>Jan - Dec 21</u>
Water/Sewer	926.37
Winterizing	<u>100.00</u>
Total Clubhouse	2,751.37
Docks	
Cleaning/Maintenance	<u>1,500.00</u>
Total Docks	1,500.00
Equipment Rental	2,500.00
Insurance	
Liability	25,000.00
Service Charge	<u>72.00</u>
Total Insurance	25,072.00
Landscaping	
Bed Work	702.50
Chemical Application	950.00
Irrigation	
Irrigation Repairs	
Supplies	34.00
Irrigation Repairs - Other	<u>500.00</u>
Total Irrigation Repairs	534.00
Irrigation Water	<u>3,255.64</u>
Total Irrigation	3,789.64
Plant replacements	1,863.29
Regular maintenance	2,000.00
Supplies	125.00
Tree/Brush/Plant Pruning	<u>3,500.00</u>
Total Landscaping	12,930.43
Postage/Mailings	300.00
Professional Fees	
Accounting	<u>160.00</u>
Total Professional Fees	160.00
Reserve Contribution	30,000.00
Taxes	
MT Annual report	20.00
Property	156.38
State	<u>50.00</u>
Total Taxes	226.38
Telephone	55.84
Utilities	
Condo sewer	2,300.00
Condo water	1,700.00
Electric	<u>3,000.00</u>
Total Utilities	<u>7,000.00</u>
Total Expense	<u>165,856.02</u>
Net Ordinary Income	7.99



Sunset Point Homeowners Assoc.  
Profit & Loss Budget Overview  
January through December 2021

Net Income

Jan - Dec 21
7.99